

Bar-coded Pesticide Applicator Certification Permits

Organization: Alabama Department of Agriculture and Industries

Apply By: December 31, 2009

Contact Information: Faye Golden
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Request For Proposals

ADAI seeks a firm to provide hardware and software to print barcodes on Commercial Pesticide Applicator's certification cards, and to allow the barcodes on Commercial Pesticide Applicator's certification cards to be scanned following recertification courses and uploaded for import into existing Access database. ADAI seeks a Contractor with verifiable experience and technical expertise to develop a template from existing Access database. The Contractor selected must have knowledge in the requirements of the Code of Alabama (1975) and Chapter 80-1-13 Sale and Use of Pesticides, and the ability to develop specialized templates for the category(ies) of Professional Services and Custom Pesticide Applicator in accordance with the Scope of Services (SOS) proposed:

- A. Contractor shall provide hardware and software to print barcodes on Commercial Pesticide Applicator's certification cards. Contractor should have the capacity, technical infrastructure and ridged control standards to develop templates. Contractor must have, at a minimum, five (5) years experience in developing/integrating bar code enabled applications. Contractor should have ongoing contracts with other state and /or federal agencies.
- B. Contractor shall provide hardware and software to allow the barcodes on Commercial Pesticide Applicator's certification cards to be scanned and data uploaded for import into ADAI's existing Access database.
- C. Other than bar code scanners, card printer, and directly associated equipment, solution shall be capable of implementation on commonly available laptop computers using a recent Microsoft Windows operating system (i.e. XP or more recent).
- D. Unless otherwise specified, scanners shall be capable of reading multiple standard bar code symbologies.
- E. Unless otherwise specified, software system and printers shall be capable of producing multiple common bar code symbologies.
- F. Solution cable of printing durable customizable Identification Card/Badges including bar code(s) that is uniquely associated with card holder and is suitable for scanning.
- G. Solution capable of printing temporary/custom ID's for participants including, as needed, bar code(s) suitable for scanning.
- H. Solution capable of printing customizable template-based forms including, as needed, including bar code(s) suitable for scanning.

- I. Solution capable of printing scan-able unique bar code(s) on common types of paper (e.g.: print unique bar codes on each test registration paper/ticket).
- J. Solution capable of printing forms and bar codes on a variety of printers using standard Microsoft Windows print drivers.
- K. Solution capable of scanning bar code(s) and retrieving information related from existing ADAI Microsoft Access Database(s).
- L. Solution capable of scanning bar code(s) and pre-populating computer based form(s) with related information (e.g.: scanning bar code will pre-populate a registration form with registrant's information).
- M. Support for administrators registering multiple participants with a single login code/ID.
- N. Support for associating multiple participants with a single identification code (e.g.: single person registering group of employees).
- O. Support for dynamic importing of information for multiple entities.
- P. Support for manual entry of information for individual and for multiple entities.
- Q. Support for editing information.
- R. Support for multi-day events.
- S. Support for limiting participants per session/event.
- T. Support for notifying administrators of nearly full or full events.
- U. Support for linking events to location addresses, buildings, rooms, etc.
- V. Solution capable of exporting to or dynamically integrating with existing ADAI Microsoft Access Database(s).
- W. Solution capable of exporting data in common formats (e.g.: text, csv, tab, excel, etc).
- X. Solution capable of producing customizable reports with registration, attendance, by date range, registration type, sessions, etc. in multiple formats (excel, PDF, HTML).
- Y. Support for integration with ANSI SQL Standard Relational Database(s).
- Z. Support for printing customizable template forms.
- AA. Support for customizable template computer based forms.
- BB. Support for secure access control to system.
- CC. Support for authenticating users against a user database or list of authorized users.
- DD. Support for retrieval of password for authorized users.
- EE. Support for concurrent authorized system users.

Background

A primary responsibility of the Alabama Department of Agriculture and Industries' (ADAI) Certification and Training Office is the permitting of Commercial Pesticide Applicator. Commercial Pesticide Applicator Permit applicants are initially deemed to be competent when the applicant has taken and passed an examination in the category (ies) the applicant desires permitting. Upon passing examination(s) applicant submits an application to ADAI for Commercial Pesticide Applicator Permit. Commercial Pesticide Applicator Permits are renewable three years from date of issue and renewal shall be based on a point system where the permit holder must accumulate a total of 30 points in the three-year period according to the following schedule:

- (a) Proven attendance at training sessions approved by the Commissioner in the categories in which the permit hold is certified and desires to retain certification.

- (b) Accomplishment of re-examination by passing an examination in permit category(ies).

Contractor Requirements

Proposal must specify the form of bar code scanners (i.e. handheld, stationary, tethered, wireless, battery operated, rechargeable, etc.) and card printer(s) including approximate size and approximate weight. Proposal must specify all additional equipment required that must be present with the scanners or card printers to provide an integrated solution with the required capabilities.

Selected vendor shall provide all tools, equipment, materials, software, licenses, and services required to achieve the project objective, per these specifications, with the exception of laptop computers with licensed Microsoft Windows Operating Systems and Microsoft Office 2007, which will be provided by ADAI or others, together with 3 years of comprehensive unlimited warranty support for installed hardware and 3 years of software maintenance support.

Selected vendor shall specify any additional license(s), including hardware/software licenses for component parts of the whole solution, which must be acquired by ADAI in order to use the solution for the intended purpose.

Selected vendor shall provide technical documentation including system topology, workflow diagram, database schema, data dictionary, etc. Database schema and data dictionary shall be provided in non-static electronic format (i.e. pdf's, images, etc. of database documentation are not acceptable).

Selected vendor shall provide source code for any software components of the solution that are not available commercially through common vendor channels, in escrow or directly to ADAI technical staff. Subsequent updates, patches, modifications, etc. to these components shall also be provided in similar manner with each new release.

Selected vendor shall provide documents specifying project schedule, milestones, deliverables, response times, and schedule of penalties to ADAI prior to project initiation.

Prior to acceptance, documented functional testing by designated ADAI users is mandatory.

Vendor shall provide designated ADAI users with the documentation and training needed to properly use the solution for the intended objective.

Formal acceptance by designated ADAI representatives is mandatory.

Contractor shall take reasonable steps to return telephone calls within 24 hours, and ensure that callers to Contractor can leave telephone messages during business hours. Contractor shall refer all application, exam question, and licensure questions to ADAI.

Proposal Content

Each proposal is to contain specific responses to each of the following requests. Respondents shall respond fully to each inquiry yet be as concise as possible. Submit the response to each item on a separate page, with the item reproduced at the top of the first page of the response:

- A. Submit a cover letter summarizing the proposal. Limit the cover letter to no more than one page.
- B. Provide general information regarding the respondent. Include a brief description covering ownership, organizational structure, size and capitalization. Include the respondent's correct mailing address, telephone and facsimile numbers. Include information relating to the respondent's previous experience, knowledge of bar-coding

and Access databases, special training or any other information pertaining to the respondent's capabilities to execute this program.

- C. Describe the role of the respondent's organization and/or the individual's role in computer based testing. Include a brief resume, not to exceed one page, of each individual's educational training and experience.
- D. Provide three (3) references, to include primary contact person's name, business mailing address, telephone and facsimile numbers.

Questions Concerning the Request for Proposal

Questions concerning this RFP may be addressed to Faye Golden, ADAI, at 334-240-6580.

Proposal Submission

One original and three copies of the proposal must be received at the following address no later than 3:00 p.m. on December 31, 2009:

Faye Golden, Program Director
Alabama Department of Agriculture and Industries
P O Box 3336
Montgomery, AL 36109-0336

Proposals must be clearly marked: "Bar-coded Pesticide Applicator Certification Permits." All proposals received after the deadline will be returned unopened.

ADAI assumes no responsibility for expenses incurred in the preparation of the proposal. ADAI reserves the right to reject any and all proposals. Additionally, ADAI reserves the right to waive irregularities in any proposals and request clarification of any information and negotiate with the firm submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each proposal submitted. ADAI may elect to conduct interviews with finalists. ADAI expects a final selection on or before January 15, 2010.

Evaluation Criteria

Proposals will be evaluated on the basis of their responsiveness to the items contained in the 'Content' section of this RFP. It is expected that the review committee will rate responses according to the following weights:

Criteria	Weight
Firm Experience	20%
Firm Stability and Reputation	20%
Understanding and Responsiveness to RFP	40%
Expertise and Knowledge of Bar-coding	20%
TOTAL	100%